

**MILTON PUBLIC LIBRARY  
MILTON, WI 53563**

**BOARD OF TRUSTEES  
April 27, 2016  
7:00 p.m.**

**AGENDA**

1. Call to order
2. Approval of Agenda
3. Approval of Minutes: March 23, 2016
4. Approval of Expenditures for April 2016
5. Director's Report:
  - a. President's Report on ALS activities
6. New Business:
  - a. Construction Update
7. General Items
8. Next meeting: Wednesday, May 25, at 7:00 p.m.
9. Motion to Adjourn

*\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the Library Director's office at 868-7462, 430 E. High Street,, Milton, WI 53563*

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

March 23, 2016

**Call to Order:** The meeting was called to order at 7:02 P.M. by President Bill Wilson. Present: Lynda Clark, Rose Stricker, Tim Schigur, Bill Wilson, Director Lisa Brooks, and Erin Swope (Teen Advisory Representative) Excused: Deb Dean, Jen Schuetz, Annette Smith

**Approval of Agenda:** Clark moved approval of the Agenda as distributed, seconded by Schigur. Motion was approved unanimously.

**Approval of Minutes:** Stricker moved approval of the minutes of the meeting of the February 25, 2016 meeting as distributed, seconded by Clark. Motion was approved unanimously.

**Approval of Expenditures:** Director offered brief comments regarding a few specific items indicating that most were routine. A \$960 expense reflected the replacement of a switch in the computer network. Acceptance of the expenditure report was moved by Schigur and seconded by Stricker. The motion was approved unanimously.

**Director's Report**

The Director announced the hiring of the new Children's Librarian and indicated that she will be starting just as the temporary library will be opening in the basement. The Director reported that great cooperation from many different places has made the planning and execution of the unexpected move easier. Public Works is helping with preparation of the old Police Evidence Room, and the School District is working with the Library to accommodate programming.

Some Library programs are being cancelled while the move takes place but the Shakespeare program will take place on April 2. The Teen Advisory Group sponsored fun run (The Library Lope) is being rescheduled for September 18 based on availability of Schilberg Park.

**Arrowhead Library System Report**

Bill Wilson indicated that he was unable to attend the last ALS meeting and consequently did not have anything to report.

**New Business**

a) Fundraising and Expansion

Board President Wilson reported on the expansion project and noted the acceptance of the low bid by Gilbank Construction. The bid was higher than budget; however, after acceptance of the bid, the general contractor is trying to identify "value engineering" ideas that may close the gap between the bid and the Library's budget. The first and foremost suggestion was proceeding with the project without "phasing." The Library Facilities Committee met to review that idea and has a recommendation for the Board.

Mr. Wilson also indicated that a mailing to Milton College Alumni and Friends was distributed and that donation to that segment of the campaign have started to appear.

b) Discussion and Possible Action on Library Construction Phasing

Trustee Schigur reported on the meeting of the Facilities Committee and presented the Committee's recommendation that the construction project take place in one phase rather than in two phases. Shigur moved this recommendation and Clark seconded the motion. The motion passed unanimously.

**General Items**

Erin Swope reported that the Teen Advisory Group 5K fun run (Library Lope) will be held September 18, 2016

The Next meeting will be held Wednesday, April 27, 2016 at 7:00 PM in the Arrowhead Library System offices in the lower level.

**Adjournment**

Stricker moved adjournment and Schigur seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:30 PM.

Respectfully Submitted,  
William J. Wilson

Library Expenditures  
April 2016

Amazon Books & AV	\$ 828.12
Baker & Taylor Books	\$ 614.67
Facebook Ads	\$ 39.73
U-Haul Moving Boxes	\$ 188.50
Badger Utility Storage Unit	\$ 342.88
Walmart Office/storage supplies	\$ 36.13
Target Office supplies	\$45.12
JAX Custom Printing Library Signs	\$ 65.00
DearReader.com Library WishList	\$ 500.00
Rhyme	\$ 155.00

## DIRECTOR'S REPORT

### PROGRAMMING & ACTIVITIES

I attended meetings with: ALS directors, city department heads, city council, and library staff.

Library Board President Bill Wilson and I met with Johnson Tractor and Connie Bier to talk about their adjoining space in the Ag display area. Johnson Tractor also determined the general size and content of their storefront.

Bill and I also met with the Rock River Aero Modelers Society. They announced the details of their flight simulator donation to the library.

Library Staff did an outstanding job moving the library out of the first floor in less than 10 days. With the help of over 25 volunteers, staff packed up and moved over 300 boxes of books and other materials. Apart from some initial internet issues, the library has been running smoothly.

Our new Children's Librarian, Jayme Anderson, started on March 31. She has done an amazing job in her first two weeks: learning the ropes as well as completing plans for this year's Summer Reading Program.

The Library received the following reimbursements from Rock, Jefferson, and Dane Counties for circulation from their township users in 2014. Overall township payments increased 40% in 2014!

Rock County estimate = \$ 71,950

Dane County = \$ 270

Jefferson County = \$ 2,001

[Beginning in 2008, counties are required by Wisconsin Statutes to pay each municipal and joint public library within the county as well as all adjacent counties at least 70 percent of the cost of library services provided to residents of the county who do not maintain a public library.]

## ACTIVITIES

### **Children**

March 1-31	Storytime	17
March 1-31	Post It Art Show	40
March 4	Horton Hears a Who	38
March 12	Color Exploration	22
March 12	Ozobots	17
March 7	Crazy 8s	52

### **Teens**

March 4	Wired Afterhours	13
March 4	Coffee Hour	
March 5	Teen Tech @HPL	70
March 6	Teen Tech @HPL	53
March 9	TAB Committee	9
March 15	Cub Scouts	9
March 16	TAB	9
March 18	Unplugged Game Nite	11

### **Adults**

March 9	Strings Attached	5
March 15	Get Your Garden Ready	14
March 16	Mystery Book Club	13
Jan 25-Mar 18	Winter Read	51
March 1-31	Computer Classes	14
March 1-31	Proctoring	7

## UPCOMING

April 27 – Friends of the Milton Public Library Meeting  
May 25 – Library Board Meeting  
June 22 – Library Board Meeting